



Inlet Grove Community High School, Inc. Governing Board Meeting

MEETING MINUTES

Tuesday, December 17, 2019

I. Call to Order: 12:00 pm

II. Determination of Quorum:

Members

Staff

Dr. Charles W. Woodard, Chair

Dr. Emma Banks, CEO/President

Dr. Barbara Shuler, Vice-Chair

Annette Gardner, Account IV

R. Henry Di Giacinto, Board Member

Olga Herrera, Executive Assistant

Michelle Ruiz, Board Member/Parent Liaison (**Absent**)

Lonnie Martens, Board Member (**Absent**)

Clarence Williams, Board Member

III. Officers and Board Members Report

- a. Officers Reports: Mr. Di Giacinto, explained how he supports the Palm Beach Children's Choirs. This organization is looking for a location to continue practicing their rehearsals. Mr. Di Giacinto is looking for a way to support them by finding a location or theater for their rehearsals, Mr. Di Giacinto is looking for IGCHS Theater leasing information for Mathew and Sandy Russell directors of this Children's choir group. District policies and procedures are in place.

IV. Administrative Reports and Discussions

- a. CEO/President's Reports by Dr. Emma Banks: Dr. Banks went over the following reports:
 - i. Mental Health: December's report, the Director of Mental Health contacted 21 students, 3 of them referred to the Urban League, 3 students are under active monitoring, 3 are under SBT, 5 ESE, in total we have 41 students on file. If any serious incidents procedures are followed, the District and the School Police are notified.
 - ii. ESE report: The ESE is in total compliance for the months of Sept, Oct, Nov, and Dec. Under Code 251= 65 students are coded, under 252= 3 students are coded. Currently are two (2) students under high priority.
 - iii. CAO Report: 2020 Recruiting is off to a good start. One Hundred (100) students have applied, Fifty (50) students have been accepted, and we have received 23 registrations. These numbers reflect well for the upcoming year. The educator support (ESP) program is in full swing the CAO and Principal are meeting weekly with all new teachers. The program is designed to ensure that our teachers possess the skills and knowledge of the Florida Educator Accomplished Practices



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- (FEAPs). SBT Meetings Mr. Billy Gira has set up SBT meetings for those students determined to need academic, disciplinary, or attendance support.
- iv. Career Academies & Industry Certifications Report: Career Source Palm Beach County has presented Inlet Grove with an M.O.U. for a Marine Pre-apprenticeship. The MOU has been attached to this report for Board Members' review and approval. They would like it to begin when we return from winter break. The MOU outlines the responsibilities of Career Source and IGHS throughout the partnership. The Board Members will review the MOU and discuss it during January's meeting
 - v. Transportation Report: IGHS routes are running smoothly. IGHS will be doing an early release on Thursday, Dec. 19 and Friday, Dec. 20, 2019. All three compounds have agreed that they can accommodate a request for release at 1230 pm. Bright Futures students are transported effectively.
- b. Financial Reports by Annette Gardner -
- i. We have a revenue decreased to \$46,366.02 due to the FTE decreased from 785 to 778 FTEP decreased \$36,249.36. The AP/IB funds decreased \$10,116.66. The expenses decreased \$46,366.03 included the instructional for a total of \$293.59. Board expenses for a total of \$4, 828.89. School Administration of \$41,463.49 that included Mosaic Group, support staff, and front office staff. Pupil transportation decreased by \$84.00. The maintenance Plant decreased to \$212,87.
 - ii. Accounts payable: The report reflects as of December 10th the monthly operating payables of \$80,152.85. Monthly medical payables EE/ER of \$22,985.14 for an estimated total of \$103,137.99. At this moment, it is not enough funds to pay for the rest of the bills.
 - iii. The FTE payments from July to December reflect July FTE of 734, August 734, September 734, October 790, November 790 and December 777.
 - iv. The operating revenue report balance as of December 14 is \$167,636.58. GED/ESOL payroll \$10,415.21. GED/ESOL net income \$5,130.63. Day school payroll \$137,722.76 with Paymaster. Day school payroll \$6,915.57 with Choice. The estimated bank balance as of December 21 is \$7,452.41.
 - v. The estimated reimbursement funds from Title one for the second quarter are due on January 17, 2020 funds estimated of \$45,496.93.
 - vi. The ESOL/AdultEd payroll funds after December 20, 2019, should be \$5,130.63.
 - vii. Regarding The City of Riviera Beach utility we have sent a letter stating that the bill has increased due to a water leak, we have requested to perform an analysis of the account concerning this matter. In addition, Dr. Banks will contact them directly for more information.
 - viii. The request for the apple computers has been canceled due to not any available funds at this moment.
 - ix. The net income financial report at the end of November is \$18,695.69.



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- x. We are requesting the Board Members to approve the Amended Budget and the Financial Report presented during this meeting.

V. Old business

- a. Arnold Law Firm
 - i. At this moment, we are limiting all communications with the law offices due to very high charges and limited funds every time we email, call or meet with attorneys. Dr. Banks is considering pulling out of the current Lawsuit case.
 - ii. The Board Members had discussed the resolution letter sent to the District in regards to Related Employees. This meeting took place on December 5, 2019, with the Board Members. Public notice of this meeting was posted to the public on the school's website. The District requested that the Assistant Principal/Director of Mental Health/Awareness and the Coordinator I/Facilities Management/Parent Liaison Do Not Report to the CEO/President of IGCHS. The Board Members are requesting to make changes to this resolution letter under professional performance done by the CAO.
- b. Night School Program: Per Dr. Banks, as of Friday, December 20, 2019, the Night School is no longer in effect. Night School Staff will be going with the District.
- c. Best and Brightest, The Best and Brightest funds have been distributed.
- d. IGCHS Medical Symposium. The Symposium is scheduled for February 8, 2020. IGCHS is inviting all Board Members to attend and see how this event is executed.
- e. The Career Advisory Board Luncheon, November 20th was a success, during this event any changes were presented and the curriculum is updated.
- f. My Teacher My Hero Awards Gala, at this moment we are receiving donations and sponsorship, tickets are being sold. At this event, Ava Parker and Marcia Andrew will be attending and will receive an award.

VI. New Business

- a. The Charter School Review took place on December 5, 2019, from 9:00 am until noon, the outcome was **No Discrepancies**.
- b. The School Hardening Grant documentation was submitted; additionally we are requesting to install a security intercom buzzer.
- c. The final Anti-Bully video is available on the school's website; we invite everyone to watch the results of this program.
- d. The A+ Recognition Award Bonus funds have been distributed.

VII. Public Comment on Non-Agenda Items - nothing at this moment to report.

VIII. Next Governing Board Meeting Date January 21, 2020.

IX. Meeting Adjourned at 2:01 pm.

Motion #1: Mr. Williams redefined and reconfirmed that an action was taken during the meeting on Dec 5, 2019. In regards to the resolution letter concerning Related Employees, the Assistant Principal/Director of Mental Health and Awareness Monica Banks and the Coordinator I/Facilities Management/Parent Liaison Clotee Banks **Do Not Report to the CEO/President of IGCHS**. Dr. Emma Banks. On the last page of this letter, it is a typing error finally authority should be "**final authority.**"

Vote unanimous



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Motion #2: The Board Members approved the Amended Budget and Financial Report presented today during this meeting. **Vote Unanimous.**

A handwritten signature in blue ink that reads "Charles Woodard, Ph.D.".

Dr. Charles Woodard

Chairman

January 6, 2020

Date